

## **DELPHI Skills Assessment for PA Funds Manager**

**Check** the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
<b>Basic Navigation</b>								
<b>Process Supplier Invoices</b>								
<b>Review Project Expenditures</b>								
<b>Review Project Status</b>								
<b>Review Project Billing</b>								
Generate Billing Process Flow Reports								
Generate Billing Invoice Activity Reports								
<b>Review Project Implementation</b>								
<b>Distribute Project Costs</b>								
<b>Interface Project Transactions</b>								
Tie Back Project Transactions								
Interface Project Transactions								
Update Project Summaries								
Submit Streamline Processes								
<b>Generate Assets, Invoices, and Revenue</b>								
<b>Define Project Information</b>								
<b>Import Transactions into Projects</b>								
<b>Record Pre-Approved Project Related Expenditures</b>								